

Drug Control Officers guide for collection and packaging of doping control urine samples

Notification of Testing – Lifter requirements

Once annotated for testing the athlete is always to remain in the company of the DCO until the sample has been obtained. At the express permission of the DCO the athlete may wait to be tested within the event venue but their whereabouts must always be known to the DCO. The athlete may not leave the venue without permission once notified that they have been selected for testing.

The athlete and DCO complete the documentation together. All athletes should provide sample with a DCO of the same gender. Where this is not possible an individual of the same gender must undertake the observation of the athlete when providing the test.

In-Competition Testing

An athlete must provide a sample once selected for testing. The athlete may request to delay in reporting to the Doping Control Station to allow:

- warm down
- participate in an award/medal ceremony
- compete in further competitions on that day
- obtain necessary medical treatment
- locate an interpreter/representative
- any other reasonable circumstance as determined by the DCO/Chaperone

Out-of-Competition Testing

All OOC is conducted unannounced at any time or any place.

Testing Procedures

The athlete should be responsible for handling the sample at all times unless the athlete feels they cannot do this, in which case the DCO should use disposable latex free gloves when handling the samples.

Before testing commences the DCO should check the contents and ensure the kit is intact as shown in figure 1.

1. Two 'tamper evident' security canisters, bases and lids (one blue, one red, uniquely numbered)
2. Two glass urine bottles with unique numbers (one red, one blue) with coloured coded screw caps
3. 'Tamper evident', security label (to reseal packaging)
4. Absorbent pads
5. User Instructions
6. 6x barcode labels (for each of the COC documents)
7. Box packaging

Additional equipment supplementary to the test kit.

1. Chain of custody documentation in 4 parts.
2. Collection vessel.



Figure 1. Contents of Versa pack sample Test kit.

Remove the collection vessel from the plastic packaging, before providing a sample detach the ring pull from the top of the lid. This prevents unnecessary spillage when the collection vessel has been sealed. The athlete must provide a sample of 90 millilitres minimum as shown in figure 2. This should be carried out with the DCO's present and in sight.



Figure 2. 90 millilitres sample collection

Once the sample has been provided in the collection vessel the athlete is to split the sample between bottles A & B as indicated on figure 4.



Figure 3. Image of both sample containers



Figure 4. Image of bottle A and B to indicate amount required.

Once both bottles A and B have the required amount of urine in them the lids can be securely screwed on and the bottles are to be placed in the security canisters as shown in figure 5. Ensuring that the caps of the sample bottles have been sufficiently tightened. Place the bottle marked A UPRIGHT in the A canister and the bottle marked B UPRIGHT in the B canister.

Ensuring that the lid is in the correct position, push the lid of the canister until a click is heard. Both canisters can then be sealed and along with pink anonymised sheet should be sealed in the Versa pack box and secured with the security seal, an example of the type of seal is at figure 6, ready for transporting. Storage and transportation at room temperature is appropriate.



Figure 5. Image of the outer sample containers

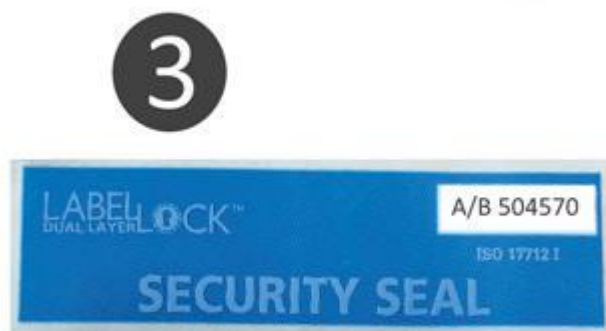


Figure 6. Image of security seal – Note there are other types of seal available.

The Chain of Custody documentation comprise of a total of 4 copies as shown in figure 7, all hand writing must be legible:

1. White top copy to Drug Control Officer, hard copy of scanned copy is acceptable.
2. Pink copy is sealed in the Versa pack box along with the canisters and sealed with the security label.
3. Blue copies can be retained by the event organiser until the test has been confirmed as received by the lab then destroyed.
4. The green copy must be handed to the athlete.

WDFPF CHAIN OF CUSTODY DOCUMENT / ANALYSIS REQUEST FORM
SAMPLE COLLECTION - URINE

Analysis Requested by (organisation): Analyse commande par (organisation): BDFPA	Collection Site (Town & Country) Lieu du controle (Ville et Pays) GLASGOW UNITED KINGDOM
SPECIMEN I.D. NUMBER: 488014	
Type of Analysis Requested: Type d'analyse commande: <input checked="" type="checkbox"/> Full I.O.C. Spectrum <input type="checkbox"/> Anabolic Agents (out-of-competition only)	Please send analysis results to: SVP envoyez les resultats de l'analyse a DRUG CONTROL OFFICER
Championship Event (Championnat): SCOTTISH NATIONALS or (ou) <input type="checkbox"/> Out-of-competition test (Controle inopine - hors de competition) Sex (M/F): FEMALE (Sexe)	MEDICATION AND DRUGS taken in the last seven days: (Medicaments pris par l'athlete pendant les dernieres sept jours) PARACETAMOL
DONOR'S DETAILS: Surname SMITH First Names JANE DETAILS DU COMPETITEUR: (Nom de famille) (Prenoms) Date of Birth 10/01/70 (Date de Naissance)	
DONOR'S DECLARATION: DECLARATION DU COMPETITEUR: I certify that the specimen(s) sealed with the above specimen ID number was provided by me on this date and that the specimen(s) has not been altered. I declared that I am satisfied with the specimen collection procedure, and that the samples collected have been sealed and numbered as above. I acknowledge receipt of the competitor's copy of the Sample Collection Form (Urine). Signature J. Smith Date 24/8/17	
COLLECTOR'S DECLARATION: DECLARATION DU CONROLEUR: I certify that the specimen was provided by the above person, under my supervision and in accordance with specified collection procedures. I further certify the properly identified specimen has been prepared for transport to the laboratory. Signature [Signature] Date 24/8/17 Time 17:20 (am/pm)	

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Figure 7. A mock sample to show the information required on the Chain of custody document, carbon copy (pink copy) remains with the sample.

All samples are to be sent to Kings College London at the earliest opportunity as recorded delivery. All tests must arrive within the Lab no later than 14 days of the sample being obtained. The postal address for the samples is:

LAB ONLY

Drug Control Centre
Kings College London
Franklin-Wilkins Building
150 Stamford Street
London
SE1 9NH

All postage will be reimbursed by the BDFPA. The receipts can be scanned, emailed or posted and will be refunded by the treasurer once banking details have been provided. Once the tests have been posted the DCO is to be informed so that an Analysis Request Form (ARF) can be sent to the lab prior to testing.